

# CARTOGRAPHER - GEOGRAPHIC INFORMATION SYSTEMS (GIS)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

## Overview

### Open & closing dates

🕒 01/12/2017 to 01/24/2017

### Salary

\$72,544 to \$94,310 per year

### Pay scale & grade

GS 12

### Work schedule

Full-Time - Full Time

### Appointment type

Permanent

## Locations

1 vacancy in the following location:

**Tucson, AZ**

1 vacancy

### Relocation expenses reimbursed

No

## This job is open to



### Federal employees - Competitive service

Current or former competitive service federal employees.



### Veterans

**Announcement number**

MHCBPMP-1880112-LAM

**Control number**

462001600

## Duties

### Summary

You will function as a Geographic Information Systems (GIS) Analyst for GIS operations. The GIS Analyst provides support to OBP Headquarters and/or in the Sector in all matters pertaining to GIS. You will provide multi-faceted technical support to management while supporting the development and implementation of GIS. This position starts at a salary of \$72,544.00(GS-12).

**Who May Apply:** Current Federal employees with competitive status (as well as current Federal employees serving under a VRA appointment);

Current and former Federal employees who meet the established criteria in an Office of Personnel Management Interchange Agreement;

Former Federal employees with reinstatement eligibility;

Veterans who are preference eligibles or who have been separated under honorable conditions after 3 years or more of continuous service will receive consideration under the Veterans Employment Opportunity Act (VEOA);

Individuals who are eligible under a Special Appointing Authority. Please see the "Special Appointing Authority" paragraph in the "Other" section of this vacancy announcement.

For definitions of terms found in this announcement, please see

[http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)

([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)).

**Organizational Location:** This position is located within U.S. Customs and Border Protection, USBP, Tucson Sector Intelligence Unit, Tucson, AZ.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

### Responsibilities

Your job will include:

- Providing support to Border Patrol management in the development, management, coordination, and implementation of Geographic Information Systems (GIS).
- Responding to requests from Border Patrol management and outside agencies for cartographic, analytical and data management services.
- Developing and implementing long range plans for GIS capabilities as it relates to CBP's mission. Performing geospatial data management functions to include data acquisition, compilation, modification, analysis, maintenance, distribution, archiving and metadata attribution.
- Performing complex geospatial analyses of border activities to identify spatial/temporal patterns, trends and interrelationships.

### Travel Required

Occasional travel - Overnight travel may be required on a regular and recurring basis.

### Supervisory status

### Promotion Potential

No

12

## Who May Apply

### This job is open to...

Current Federal employee with competitive status, current and former Federal employees eligible under Interchange, reinstatement eligibles, VEOA eligibles, and Special Appointing Authority eligibles.

Questions? This job is open to 2 groups.

## Job family (Series)

[1370 Cartography](https://www.usajobs.gov/Search/?i=1370)  
(<https://www.usajobs.gov/Search/?i=1370>)

## Requirements

### Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for the last three years (see "Other Information")
- You may be required to pass initial and random drug testing

**Physical Demands:** Work is mostly sedentary but with occasional periods of physical exertion. Frequent trips to the field, professional meetings and other agencies are required. Data verification and collection in the field may require over land and water travel by foot, vehicle, boat and aircraft. Some field work may require extended periods of strenuous exercise related to hiking or traversing rugged terrain.

**Work Environment:** Environment is usually an office or indoor setting although also may involve travel to border areas, other agencies, academic institutions, professional meetings, and contractor offices. Frequent exposure to out-of-doors, weather extremes, insect bites, varied topography, and other physical demands is typical on field trips.

**This position is covered under the bargaining unit.**

## Qualifications

**Basic Requirement:** Successful completion of a full 4-year course study in an accredited college or university leading to a bachelor's or higher degree in cartography; or a major that included or was supplemented by at least 30 semester hours in cartography and/or directly related science, and related mathematics. Such course work includes, but is not limited to, cartography, astronomy, geodesy, photogrammetry, physical and geological oceanography, computer science, land surveying, geophysics, physical geography, and remote sensing. The 30 semester hours must have included at least 6, but no more than 15, semester hours of college level, non-business mathematics or statistics (i.e., college level algebra, trigonometry, calculus, or scientific mathematics or statistics requiring equivalent college-level courses as prerequisites).

**OR**

**Combination of education and experience** - Courses equivalent to a major in cartography, or a major that included or was supplemented by at least 30 semester hours in cartography, and/or directly related science, and related mathematics, as shown above, plus appropriate experience or additional education.

**AND**

**GS-12:** You qualify at the GS-12 level if you meet the basic requirements described above and possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include experience in geography, digital cartography and geospatial technologies; experience applying GIS technical theory, methods, and skills as well as the ability to interpret and develop quality cartographic and analytical products; experience compiling, managing, distributing and archiving large geospatial datasets; experience in the principles and

applications of remote sensing technologies including coordinate systems, aerial photography, videography, geo-referencing methods and satellite image processing; experience in the use of the GIS-related hardware and computing requirements and techniques, and the ability to operate complex GIS computer systems; skills to communicate effectively with people having a wide range of GIS understanding.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**You must:**

Meet all qualification requirements, including education, subject to verification at any stage of the application process; and

Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Tuesday, January 24, 2017.

## Education

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: <https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation> (<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>)

## Additional information

**Residency:** If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for at least three (3) of the last five (5) years, prior to applying to this announcement:

1. Physically resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a federal or military capacity; or
3. Been a dependent of a United States federal or military employee serving overseas as an authorized accompany to the federal civilian or military member to the foreign location.

Exceptions may be granted if you provide complete state-side coverage information regarding participation in "Study Abroad" programs, overseas church missions, or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

**Special Appointing Authority:** Veterans, military spouses, Peace Corps/VISTA volunteers, and people with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility and to understand what documentation would be required with your application, please click on the appropriate link below.

- Veterans: <http://www.fedshirevets.gov/index.aspx> (<http://www.fedshirevets.gov/index.aspx>)
- Military spouse: <http://www.fedshirevets.gov/job/shams/index.aspx> (<http://www.fedshirevets.gov/job/shams/index.aspx>)
- Individuals with Disabilities: <http://www.opm.gov/disability/PeopleWithDisabilities.asp> (<http://www.opm.gov/disability/PeopleWithDisabilities.asp>)

- Peace Corps/VISTA and other miscellaneous hiring authorities:  
[https://hru.gov/Studio\\_Recruitment/HT\\_05\\_VISTA-Peace\\_Corps.aspx](https://hru.gov/Studio_Recruitment/HT_05_VISTA-Peace_Corps.aspx)  
([https://hru.gov/Studio\\_Recruitment/HT\\_05\\_VISTA-Peace\\_Corps.aspx](https://hru.gov/Studio_Recruitment/HT_05_VISTA-Peace_Corps.aspx))

Separate referral lists will be generated for applicants eligible to be appointed under a non-competitive special appointing authority. You must provide documentation supporting your eligibility prior to the closing date of this announcement (please see "Required Documents"). If you have any questions regarding your eligibility, please contact the Human Resources Specialist listed at the end of this job opportunity announcement.

**Probationary Period:** All employees new to the Federal Government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf) ([https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf))

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder) (<https://twitter.com/#!/customsborder>)

## How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5945988&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5945988&PreviewType=Questionnaire>)

### **Knowledge, Skills, Abilities and Other Characteristics (KSAO's):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAO's) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAO's in an online job questionnaire. The KSAO's are:

- Ability to interpret and develop quality cartographic and analytical products.
- Skill in the use of the GIS-related hardware and computing requirements and techniques.
- Knowledge of principles and applications of remote sensing technologies including coordinate systems, aerial photography, videography, geo-referencing methods and satellite image processing.
- Ability to effectively communicate both orally and in writing.

### **Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program**

**(ICTAP) Eligibles:** If you have never worked for the Federal Government, you are not CTAP/ICTAP eligible. Information about ICTAP or CTAP eligibility can be found at:

[http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a)  
([http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a))

. To be considered well qualified under CTAP/ICTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured **by a score of 85 or higher**. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

## Background checks and security clearance

## Security clearance

### Other

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

## Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. **NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.**
- **Your responses to the job questionnaire** [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5945988&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5945988&PreviewType=Questionnaire>)
- **Are you a current or former federal employee?** With the exception of current CBP employees, ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT A MOST RECENT COPY OF THEIR SF-50B (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. Applicants should also submit an SF-50B reflecting the highest grade held on a permanent basis or the full performance level of your current position, whichever is higher.
- **Are you qualifying based on education?** Submit a copy of your college transcript (unofficial is acceptable at this time; however, official copies will be required prior to entrance on duty) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>. (<http://www.naces.org/members.htm>.)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a notification from the applicable Military Department or National Guard Bureau, that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Special Appointing Authority:** See "Other Information" to determine what documentation you need to submit as proof of eligibility for a Special Appointing Authority.
- **Are you a veteran?** If you are applying under a special veteran appointing authority, you must submit a DD 214 (Member Copy 4-reflecting qualifying medal(s) or service period) and a VA Disability Award letter dated 1991 or later (if applicable). Current federal employees applying under the VEOA authority must submit a qualifying SF-50B to show they meet time-in-grade requirements. If you are currently serving on active duty, you must submit a written statement from the armed forces certifying your dates of service and your rank, expected type of discharge and anticipated date of separation. If you apply with a written statement at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military. To learn more click on the link <http://www.fedshirevets.gov/job/vetpref/index.aspx> (<http://www.fedshirevets.gov/job/vetpref/index.aspx>)  
***Veterans preference points are not applicable to Merit Promotion announcements; veterans documentation is required only to verify eligibility.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.**

Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

### **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) (<http://www.dhs.gov/careers>) and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx> (<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## **How to Apply**

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144** (<#>)



. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5945988&PreviewType=Questionnaire>)

using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

([http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf))

, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>

(<http://staffing.opm.gov/pdf/usascover.pdf>)

. Please include job opportunity announcement ID 1880112 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Tuesday, January 24, 2017.**

## Agency contact information

 CBP MHC Hiring

### Phone

[\(952\)857-2932](tel:(952)857-2932)

([tel:\(952\)857-2932](tel:(952)857-2932))

### Fax

(478)757-3144

### Email

[CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV](mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)

(<mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV>)

### Address

CBP Minneapolis Hiring Center

5600 American Blvd

Suite 700

Bloomington, MN

USA

[Learn more about this agency](#)

([#agency-modal-trigger](#))

### *Customs & Border Protection (CBP): Securing America's Borders*

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>

(<http://www.cbp.gov/>)

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## Next steps

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov//Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov//Help/how-to/application/agency/contact/>)

### Legal and regulatory guidance

#### [Financial suitability](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/>)

#### [Social security number request](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/>)

#### [Privacy Act](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/>)

#### [Signature & False statements](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>)

#### [Selective Service](#)

#### [New employee probationary period](#)

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>